

LAN TEAM@DOI
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To:
cc:
Subject: ALL EMPLOYEE MESSAGE Nationwide - Employee Express and Electronic Leave and Earning Statements

(Supervisors, please ensure that employees without access to e-mail receive a paper copy of this message.)

MEMORANDUM

To: All Department of the Interior Employees

From: Carolyn Cohen /s/
Director, Office of Personnel Policy

Subject: Employee Express and Electronic Leave and Earning Statements

Beginning in October 2003 the Department of the Interior will stop printing and mailing hard-copy Leave and Earning Statements (LES) to most employees. Employees will use the Employee Express program to view their biweekly LES online in lieu of the printed hard copy. Waivers to this policy will be granted, and the hard-copy LES will be mailed, to employees without internet connection either at work or home and for other extenuating circumstances.

Receiving your LES electronically not only supports the Department's conservation initiatives and results in a significant reduction in operating costs, but it provides additional personal benefits to you:

- The LES is available for viewing online through Employee Express several days prior to the official pay date.

Under most circumstances, the current LES will become available online each Friday after the close of the pay period. Employees will no longer have to wait to receive this information through the mail where it can be delayed, lost, or stolen.

- The Employee Express program is available to employees who have internet access, twenty-four hours a day, seven days a week. Employee Express does provide a print option, if an employee wishes to print the LES for personal record. It can also be saved to a disk for future reference.

Employee Express maintains online the current pay period LES plus two prior pay periods. As always, if there is a need for an LES for a pay period prior to this, a request can be directed to the Payroll Information Line, 303-969-7732.

In addition to viewing your LES, Employee Express gives you the ability to initiate the processing of certain personnel-payroll transactions electronically, without going to the personnel office to fill out a paper form. Actions you can process through Employee Express include:

- Change to Federal and State Tax Deductions
- Direct Deposit and Financial Allotments
- Home Address change (for payroll purposes)
- Health Benefits (FEHB) changes during Open Season
- TSP Open Season changes
- TSP Catch Up for employees age 50 and older

- Start, change or stop Saving Bond
- Change Personal Identification Number (PIN)

Employee Express is available to all Interior employees at www.employeeexpress.gov. It is safe and reliable and is just as secure as using an ATM. Many Department employees have been using Employee Express for years. All you will need to make changes to your data is your social security number (SSN) and an Employee Express Personal Identification Number (PIN). If you don't have a PIN, call 478-757-3030 to request one. When you receive your PIN, we recommend that you change it to something easier for you to remember.

To access Employee Express on the Internet you will need Netscape version 6.2 or higher or Microsoft's Internet Explorer version 5.5 or higher. Your system must have JAVA and JAVASCRIPT enabled. You can also access it by touch-tone phone. From home dial (800) 827-6254, from work dial (478) 757-3080, for TTY/TDD dial (888) 880-0412. For security reasons, use of cellular phones is not recommended.

If you need assistance, the Employee Express Help-Desk, at (478) 757-3030 is staffed during the hours of 7:00 a.m. to 7:00 p.m., EST; at other times, a message may be left and someone will return the call. You can also contact the help desk at EEXHelp@opm.gov.

You will receive more details on the new LES policy and waiver process in the near future. In the meantime, we are providing this information to you so you can take this opportunity to get your PIN and familiarize yourself with Employee Express. Answers to questions regarding privacy, security, and access can be found at the Employee Express main page at www.employeeexpress.gov. You do not need a PIN to access this information.

Any questions on getting access to Employee Express at work should be directed to your Servicing Personnel Office.